**Resume Activity**

**Directions: Use the following story to create a resume for Jane Doe. Use the template under Resumes and CVs→ Job Specific Resumes→ Secretary Resume. You may need to add extras to the resume. Anything you do not use should be taken out. When you are finished, save as JaneResume in your MSITA Digital Notebook and turn into the EDMODO.**

Jane Doe is an average 24 year old woman looking for a new job. She lives at 3307 Smith Street in Wherever, NC 27790. Her email address is janedoe@gmail.com. She can be reached at 910-555-5758.

Jane found a job in the newspaper for a receptionist. Since Jane has experience in the receptionist field, she decided to send her resume for this job description:

Sunrise Broadcasting is seeking a person to greet the public and answers incoming calls; will have additional clerical duties. Must be proficient with Microsoft Office; experience with Facebook, Twitter, Photoshop and Dreamweaver or other web editing software a plus.

From this description, Jane created the following objective for her resume:

Obtain a position as a receptionist in a rising company with advancement potential.

Jane has previously worked at Leigh Company as a receptionist. She worked there from June 2009 to August 2011. Her job responsibilities included answering phones, filing, taking and typing memos, greeting visitors, and other secretarial tasks.

Jane also worked at HealthStar which was a medical supply company as a receptionist and office assistant. At HealthStar, her responsibilities included answering phones, taking orders, upselling medical supplies, shipping and receiving all orders, and other secretarial duties. She worked there from January 2006 to June 2009.

While in High School and College, Jane worked as Papa Johns Pizza. For the extended time she worked there, June 2001 to November 2005, she had many different jobs such as a pizza maker, delivery driver, and she also answered phones.

Jane graduated high school in 2003 from Ashley High School in Wilmington. She had an average GPA of 3.0. After high school, she attended Cape Fear Community College and got her Associates of Arts degree. She graduated in December of 2005.

Jane also has other skills and experience that could help her get a job. She is proficient in all Microsoft Office Software including Word, Excel, Publisher, and PowerPoint. She has also designed websites in the past using Dreamweaver. She also has used Outlook in the past.

Jane always gives notice when leaving a job and has people who will give her an excellent reference. Jim McDonald was her boss at Papa Johns. His number is 910-555-8723. At HealthStar, Lisa Wayne was her direct supervisor. Her number is 555-999-6666. At Leigh Company Sussy Star worked closely with Jane. Her number is 444-777-8888.